



MEMORANDUM

TO: All Superintendents, Treasurers, Student Services Personnel, IT Personnel and Charter School Sponsors

FROM: Melissa K. Ambre, Director
Office of School Finance

SUBJECT: 2009-2010 Average Daily Membership (ADM) Reported on DOE-ME
2009-2010 Student Residence Report DOE-SR (Charter Schools Only)
2009-2010 Career & Technical Education Student Counts Reported on Form 30A

DATE: August, 2009

The 2009-2010 Average Daily Membership (ADM), Student Residence Report, and the Career & Technical Education Student Counts are data elements needed from each school corporation and charter school for the calculation of state support that will be paid in 2010.

All ADM data will be reported on the DOE-ME for the 2009-2010 school year and will be submitted by individual student record via the Application Center. The count of students in ADM will occur on Friday, September 18, 2009. The required collection period for the count is September 18, 2009 through October 2, 2009. During the collection period you are required to send a file containing the DOE-ME data for each student, review the processing results of the file for errors, correct any errors, review the reports in the Message Center, print, sign, and return the Average Daily Membership (ADM) Report to the Department. A DOE-ME file layout is available on the STN Application Center in the Data Collection and Reporting Section at: <http://doe.in.gov/stn/Sections/ME/Membership.html>.

Charter schools are required to submit the Student Residence Report on the DOE-SR. The required data layout is available at: <http://doe.in.gov/stn/Sections/SR/SR.html>. All data on the DOE-SR will be submitted by individual student record via the Application Center. The student residence information is for the students reported in ADM as of Friday, September 18, 2009. The required collection period for the Student Residence Report is September 18, 2009 through October 2, 2009. During the collection period you are required to send a file containing the DOE-SR data for each student, review the processing results of the file for errors, correct any errors, review the reports in the Message Center, print, sign, and return the Student Residence Report to the Department.

Form 30A is the collection document for Career & Technical Education Student Counts for the 2009-2010 school year. This mailing contains a sample copy of Form 30A and instructions for counting students in career & technical education programs. The count date for students in career & technical education programs and the submission of Form 30A are the same as the DOE-ME. All career & technical education student counts will be submitted

electronically via the Internet using Netscape or Microsoft Internet Explorer. The URL is: http://mustang.doe.state.in.us/FORM30A/2009/form30a_login.cfm. You will need the corporation's or charter school's logon (4 digit corporation number) and the PIN to enter the data. When completed, a computer generated copy of the Form 30A must be printed, signed by the Superintendent, Treasurer and Vocational Education Director, and returned to the Department. The deadline for submitting Form 30A is October 2, 2009.

Both the DOE-ME and Form 30A must be mailed as soon as possible after the September 18th count date and no later than October 9, 2009, to the Department of Education, Office of School Finance, 151 West Ohio Street, Indianapolis, IN 46204.

In an effort to provide assistance with the determination of ADM, we are providing considerable information on students who are counted in ADM. The DOE-ME file layout includes a graphic that identifies categories of students and the school corporation eligible to count the student in ADM.

Additionally, included is a document titled 2009-2010 Indiana Career & Technical Education Program Crosswalk. The crosswalk was developed by Department of Education staff and is provided as a tool to assist school corporation officials in the match of local career & technical education programs to the CIP codes and course titles.

Supporting documentation of enrollment and attendance information by grade and school building for both the DOE-ME and Form 30A must be available in your files in the event of an audit of state distributions by the Board of Accounts. The Superintendent or, in the case of a charter school, the CEO, and treasurer/trustee are responsible for certifying the accuracy of the data reported. We encourage a thorough review of the data by these parties before certifying its accuracy.

Questions about counting students in ADM or Career & Technical Education Programs should be directed to the Office of School Finance toll free at 866-234-1414 or 317-232-0840. Questions about submitting data through the Application Center should be directed to stn_support@doe.in.gov

ma
Enclosures